

# EVENT POSTING

As a service to clients we would be delighted to post your event on the calendar of events that is displayed on the Shaw Centre website.

Please fill out the form below and email to [SBentley@Shaw-Centre.com](mailto:SBentley@Shaw-Centre.com) or print and fax the completed form to the Shaw Centre at 613-563-7646, attn: Sarah Bentley.

**Please include a supporting image - jpg or png - 560px x 200px. Ensure it is the exact size.**

Title of Event <small>(Max 150 characters per language.)</small>	
ENGLISH	
FRENCH	

Date <small>(Example: Monday, July 1, 2018)</small>	Time <small>(Example: 10:00 am – 5:00 pm)</small>

Event Summary	
ENGLISH	
FRENCH	

**Is your event a:** (choose one)

PUBLIC EVENT     
  PRIVATE EVENT     
  REGISTRATION REQUIRED EVENT

**Please outline the entrance costs to your event:**

TICKET PRICES \$ 
                         
  REGISTRATION FEE \$

OTHER (Please Specify)

OR PROVIDE YOUR REGISTRATION WEBSITE ADDRESS

**Please list your contact information as you would like it to appear on our website.**

CONTACT NAME	
CONTACT TITLE	
CONTACT EMAIL	
CONTACT PHONE	
WEBSITE ADDRESS	

Your event will be listed on the Calendar within one week of receiving this form. You can view the calendar at [shaw-centre.com/en/attending/calendar-of-events](http://shaw-centre.com/en/attending/calendar-of-events)

Thank you.